

**STATE OF GEORGIA**  
**PROPOSED RECORDS RETENTION SCHEDULE**

<i>This data to be entered by the Records Retention Program</i>	Sheet:	<u>  1  </u> of <u>  2  </u>
	Agency Code:	0422
	Schedule #:	2001-0016-01
	Effective Date:	02/09/2001

**Creating**

**Office:** Criminal Justice Coordinating Council (CJCC), Grants Administration Division,  
503 Oak Place, Suite 540, Atlanta GA 30349

**Jurisdiction(s)**

**Application**      **New:** New  
**Type:**            **Amend:**

**Series Title:** Violent Offender Incarceration Truth in Sentencing (VOITIS) Program Files

**Dates of**  
**Series:** 1996 through Ongoing

**Access:** Open

**Function**

**Documented:** The VOITIS Grant program, which is administered by the CJCC, provides funding for prison facility programs throughout the state.

**Consists of:** Financial documents from sub-grantees, audit reports from site visits,  
Program/Project overview documentation

**Arrangement:** Chronological by year, then by sub-grant award number as assigned by CJCC.

**Indexed by:** Computer indexed in Grants Management Information System (GMIS), then by sub-grant award number.

**Retention Requirement:** Following closeout, one (1) year on-site, then three (3) years at State Records Center

**State Law or Regulation:** 0  
**Federal Law or Regulation:** Three (3) years (28 CFR Ch. 1 § 66.42) , or until completion of any audit, litigation, claim, negotiation or other action and resolution of all issues which arise from it, whichever is later.  
**Audit Period:** 0  
**Administrative Need:** Four (4) years

**Standard**  
**Cutoff Event:** Federal Fiscal Year.

**STATE OF GEORGIA  
PROPOSED RECORDS RETENTION SCHEDULE**

<i>This data to be entered by the Records Retention Program</i>	Sheet:	<u>1</u> of <u>2</u>
	Agency Code:	0422
	Schedule #:	2001-0016-01
	Effective Date:	02/09/2001

**Total**  
**Retention:** Temporary Record - Four (4) years.

*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

Authorized by: L. Gale Buckner, Director (dw) 04/02/01  
Agency Head, or Designee (type name and title here) Date

Concur: Alan E. Feenan, Program Director II, 2 April 2001  
Creating Office Administrator (type name and title here) Date

Submitted by: Deputy Director, Brianne Williams 04/02/01  
Records Management Officer (type name and title here) Date

*The State Records Committee approves this recommended retention period for the named records series by the named creating office.*

Signed: D. Carmicheal 4/3/01  
David Carmicheal, Secretary of State Designee Date